

STATE OF HAWAII
Accounting Manual

Volume III: Payroll Expenditures

Part 700: Appendix - Instructions and Related Sample Forms

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SECTION 713: NOTIFICATION OF PERSONNEL ACTION, SF-5A

1. Purpose. The SF-5A document is used by the Department of Education, specifically for Certificated Positions, to authorize the establishment of, the subsequent changes to, and the termination of employees' payroll records, and to pay employees based on the latest personnel transactions.
2. Prepared By. The Department of Education.
3. Frequency. As required.
4. Distribution.
 - (a) Copy #1 - To Central Payroll, DAGS for verification and control filing.
 - (b) Copy #2 - Employee Copy.
 - (c) Copy #3 - Department of Education copy.
 - (d) Copy #4 - School Copy.
 - (e) Copy #5 - District Superintendent Copy.
 - (f) Copy #6 - Departmental Chronological File Copy.
 - (g) Copy #7 - B&F Employee Retirement System Copy.
 - (h) Copy #8 - B&F Health Fund Division Copy.
5. Deadline. Approved SF-5As must be received in DAGS Central Payroll by no later than the second workday of the pay period in which pay is to be effected.

(Note: The detail instructions for completing the SF-5A are contained in the Department of Education "Instructions for Completing Standard Forms 5A for DOE CERTIFICATED EMPLOYEES".)

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EXHIBIT A: FILLED OUT SAMPLE OF SF-5A

DEPARTMENT OF EDUCATION CERTIFICATED EMPLOYEE NOTIFICATION OF PERSONNEL ACTION																				
1. SOCIAL SECURITY NO 576-22-0139				2. NAME (CAPS) LAST - FIRST - MIDDLE WONG, ELEANOR S.U.						MR - MRS - MISS MRS.		3. ADDRESS STREET 1443 KAIMUKI AVENUE CITY HONOLULU, HI 96816								
4. DATE OF BIRTH 02-18-21	5. SERVICE COMPUTATION DATE 09-00-47	6. SEX F	7. U.S. CITIZEN Y	8. HAWAII RESIDENCE Y	9. VETS PREFERENCE 0	10. MARITAL STATUS M	11. PHYSICAL HANDICAP 0	12. TAX EXEMPTIONS FED 05 STATE 05	13. PAYROLL NUMBER E72	14. DIST CODE 211	15. GROUP CLASS 2	16. RETIREMENT STATUS A	RESERVED							
17. NATURE OF ACTION CORRECTION REAPPOINTMENT						18. CODE 991 987	19. EFFECTIVE DATE 09-01-79		20. PARTIAL DAY FACTOR		21. ENDING DATE 08-31-79 08-31-79									
22. FROM: POSITION TITLE ELEM TEACHER										23. TO: POSITION TITLE										
24. POSITION NO 64987	25. OCC GRP CODE 50520	26. SALARY RANGE STEP T08L2	27. HOURLY RATE	28. PAY RATE MONTHLY RATE 1126.68	29. ISLAND 2	30. POSITION NO	31. OCC GRP CODE	32. SALARY RANGE STEP	33. HOURLY RATE	34. PAY RATE MONTHLY RATE	35. ISLAND									
36. NAME OF EMPLOYING AGENCY DEPT DEPT OF EDUCATION DIVISION HONOLULU BRANCH-OFFICE SECTION UNIT						37. CODE	38. NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH-OFFICE SECTION UNIT						39. CODE							
40. DIFFERENTIAL DELETED						41. CODE	42. AMOUNT		43. DIFFERENTIAL		44. CODE	45. AMOUNT								
46. INCREMENT DUE * 09-01-82		47. POSITION CONTROL 1	48. POSITION CATEGORY 3	49. TIME AUTHORIZED F.T.E. % 100.000	50. HEALTH BENEFIT PLAN CARRIER HMSA	51. CODE D	52. DATE OF APPT AFFIDAVIT (ACCESSION ONLY)				53. DATE OF PERSONAL HISTORY DECLARATION (ACCESSION ONLY)									
UNIFORM ACCOUNTING CODE														TYPES OF ASSIGNMENT 1. REGULAR - ASSIGNED TO AN UNOBLIGATED "PERMANENT" POSITION AND QUALIFIED FOR SUCH PLACEMENT. 2. LTA (VICE) - ASSIGNED TO A POSITION OBLIGATED (GUARANTEED) TO ANOTHER EMPLOYEE BECAUSE OF NON-PROBATIONARY RELATED REASONS (LWOP GUARANTEE, ETC.). 3. LTA (PROBATIONARY VICE) - ASSIGNED TEMPORARILY TO A POSITION OBLIGATED TO ANOTHER BECAUSE OF PROBATIONARY GUARANTEE OR CHAIN REACTION PROBATIONARY GUARANTEE. 4. LTA (PROBATION) - PROBATIONARY ASSIGNMENT 5. LTA (NOT QUALIFIED) - DOES NOT MEET THE REQUIRED MINIMUM CERTIFICATION AND/OR POSITION QUALIFICATIONS. SERVICE UNDER THIS ASSIGNMENT DOES NOT COUNT TOWARDS THE FULFILLMENT OF ANY PROBATIONARY PERIOD 6. LTA (TEMPORARY POSITION) - ASSIGNED TO A TEMPORARY POSITION 7. LTA (TEMPORARY) - ON EARLY RETURN FROM LEAVE TO A NON-GUARANTEED POSITION; ON ACTING APPOINTMENT; OR ON TEMPORARY ASSIGNMENT (REFER TO ARTICLE XVI, AGREEMENT BETWEEN S.O.E. AND H.G.E.A.) 8. CASUAL CERTIFICATED EMPLOYEE - EMPLOYED ON A NON-SALARIED BASIS IN ACCORDANCE WITH REGULATION 5111 9. SPECIAL - SPECIAL ASSIGNMENT AS INDICATED IN "REMARKS"						
54. TR 22	55. F G	56. YR 71	57. APPRN 654	58. D E	59. SUB 211	60. OBJECT 2500	61. FUNCTION 2200	62. LOC 2	63. PROJ. 1100	64. PERCENT 100.000										
43. BARGAINING UNIT CODE AA		44. SEMI-MONTHLY RATE 563.34		45. TYPE OF ASSIGNMENT CODE																
51. REMARKS (CHANGES TO ANY OF THE ABOVE ITEMS ARE CIRCLED)																				
*Increment due date (block 34 above) is subject to the provisions of Act 164, S.L.H. 1975. Normal annual increment or longevity increase to employees will be deferred in any fiscal year that an increase in the salary schedule is effected and no part of such fiscal year shall be counted as service creditable for any future increment or longevity pay increase. The information concerning assignment, length of employment period and salary stated herein is subject to applicable laws and regulations, and may be corrected or changed as deemed necessary by the department. Except for 12-month employees, salary for each of the vacation months of July and August will be one-tenth of the gross earnings from September to June inclusive.																				
Date _____										Superintendent _____										
DEPT. OF ACCOUNTING & GEN. SERVICE COPY																				

August 1, 1982